

CUSTODY COMPLAINT AND ORDER FOR CUSTODY CONFERENCE

*This form is only for **NEW** custody cases.*

COMPLETE STEP-BY-STEP INSTRUCTIONS ARE ON PAGE 2.

BEFORE YOU TAKE THESE PAPERS TO COURT, YOU MUST GIVE THE OTHER PARTY AT LEAST 3 BUSINESS DAYS' NOTICE

This is to let them know when you are going to go to Court. They have a right to be there.

1. Give or mail (both regular and certified) them, or their lawyer, the **"Notice of Intention to Present"** which tells them what day and time you will be going to Court. If both parties attend when you present the papers, you will get a quicker hearing date. Court is on Mondays, Tuesdays and Thursdays. **You do not need an appointment.**

On the **Notice of Intention to Present** form, if you give/mail the other party the papers on a

1. Monday or Friday, you would write the date for the following Thursday
2. Tuesday or Wednesday, you would write the date for the following Monday
3. Thursday, you would write the date for the following Tuesday

2. If you are also filing for emergency or special relief, you **MUST** give/mail the other party the Complaint papers **AT THE SAME TIME** as the emergency or special relief papers.

3. You must also give/mail the other party COPIES of all the forms listed below (*after you fill them in*) that have an *. Keep the originals of all forms to take to Court.

Complete and bring to Court ALL forms in this packet which include:

- **Entry of Appearance as Self-Represented Party**
- ***Notice of Intention to Present** telling the other party when you are going to go to Court
- ***Civil Cover Sheet** - use YOUR information at the bottom if you do not have a lawyer.
- ***Complaint and Verification**
- ***Criminal Records / Abuse Verification** – 2 copies: you fill in 1 form & **give the blank copy to the other party.** Defendant must file it within 30 days
- ***Transparenting form** – 2 copies: you fill in 1 form & **give the blank copy to the other party.**
- **Order** –fill your name and the names of the child(ren). The Judge will assign the date & time.
- **Proof of Service & Acceptance of Service** –Do nothing with these until Step #11
- ***Juvenile Services Fact Sheet-2 copies:** Fill out one form and give blank to other party.
- ***Instructions/Information for the Defendant.**
- ***Notice to incarcerated parent** – If the other parent is presently incarcerated, ask library staff for this form and include it with the complaint.

AFTER giving 3 business days' notice, take the forms to Custody Motions Court in Courtroom #5, Monday, Tuesday or Thursday, excluding Court holidays, at 8:45 a.m. AT THIS TIME THERE WILL BE A \$150.50 FILING FEE. Cash or check. No credit cards. **If your income is below the poverty guideline, you can petition the Court to waive the filing fee. Ask for the In Forma Pauperis packet.*

REMEMBER -THERE IS A DRESS CODE IN THE COURTROOM, ALL CELL PHONES MUST BE TURNED OFF & YOUR FORMS MUST BE IN NUMERICAL ORDER WHEN YOU GO TO COURT.

If you are under 18 years old you must have your custodial parent(s) or Guardian file for you.

Please note that the law librarian, staff of the Beaver County Law Library, staff of the Juvenile Services Division, staff of the Court Administrator's Office and the Judge's Law Clerk are neither qualified nor permitted to assist persons in the preparation or filing of child custody documents or to provide legal advice or assistance of any kind on child custody or any other legal matters.

LITIGANTS ARE STRONGLY ENCOURAGED TO CONSULT WITH AN ATTORNEY.

NOTICE: You must be 18 or older to file on your own behalf.

SUMMARY OF STEPS

Before you go to Court:

1. Complete the forms in INK, not pencil. Incomplete forms may be refused.
2. If you are filing *In Forma Pauperis*, bring a photocopy of your Access card, food stamp card, pay stub, w-2, etc.
3. Photocopy all of the paperwork (except the Proof of Service and Acceptance of Service forms) and send or give it to the other party along with the Notice of Intention to Present at least **THREE BUSINESS DAYS BEFORE** you give the Complaint to the Judge.
4. Complete your own Criminal History / Abuse Verification and attach it to the Complaint.
5. Also send the blank copy of the Criminal History / Abuse Verification and Transparenting forms so that the defendant can fill in his/her information. If both parties attend when you present the Complaint, you will get a quicker hearing date.

In Court: YOUR FORMS MUST BE IN NUMERICAL ORDER WHEN YOU GO TO COURT

6. **On the date that you wrote on the Notice of Intention to Present, take the completed forms to Courtroom #5, Second Floor of the Courthouse, no later than 8:45 a.m. any Monday, Tuesday or Thursday. Late motions will not be heard. Go into the Courtroom, have a seat and wait your turn.**
7. The Judge will sign the petition and assign a hearing date, if needed. You will then receive a clocked copy of the Order and the original will be returned to you.
8. If you are filing *In Forma Pauperis*, you must ask the judge to sign that order as well.
9. Get your paperwork from the Law Clerk.

After you leave Court:

10. **FILE** the papers in the Prothonotary's Office (1st floor). After you leave the Courtroom you must file all of the original documents that you gave to the Judge with the Prothonotary's office. This is when you pay the \$150.50 filing fee. Cash or check; no credit cards. If you are filing *In Forma Pauperis*, give the signed Order to the clerk.
11. **SERVE** the other party with the Complaint and the Order signed by the Judge. This means you give or mail the other party copies of all the papers that you gave to the judge.
 - a. If you choose to hand deliver the documents, you must have the other Party sign an **Acceptance of Service** form. **Make and keep a copy.** You **MUST FILE** the Acceptance of Service in the Prothonotary's office after it is signed.
 - b. If you serve the other party by mail you must send the documents by **both Regular mail and Certified mail**. Complete the **Proof of Service** form by making check marks on the lines before both regular and certified mail. **Make and keep a copy for yourself.** File it with the Prothonotary. After you receive the green card verifying certified mail, staple the green card to the **Proof of Service** and file it again with the Prothonotary.
12. Bring a copy of the Proof of Service or Acceptance of Service that you filed in the Prothonotary's office to ALL later hearings, conferences and/or trials.
13. **After you have completed your Catholic Charities Classes file your Completion certificate with the Prothonotary's office. MAKE AND KEEP A COPY FOR YOURSELF.**

IMPORTANT INFORMATION

NOTICE OF INTENTION TO PRESENT:

BEFORE you present your Complaint for Custody, you **MUST** give at least **THREE** business days Notice to the other party or parties. Giving Notice means that you send or give the other party the Notice of Intention to Present and copies of the forms you will be presenting to the judge. If the other party has a lawyer, you give the notice to the lawyer instead of the party. If both parties show up you will be assigned a quicker date.

If you are filing a Petition for Emergency Custody – Give the other party copies of **both** the Emergency Petition and the Complaint at least 24 hours **BEFORE** you go to Court. Only in extreme situations will the Judge accept oral notice.

If there is a PFA, you may send the legal paperwork but do **NOT** include any other letters, notes, etc. If it is a true emergency, you may have a family member or friend hand deliver copies of the notice. Only in extreme emergencies will the Judge accept oral notice.

When filling out the forms - parties must be identified as Plaintiff or Defendant as they are listed on the *original* custody Complaint, regardless of who is filing the Petition. The person filing the petition is the *Petitioner*; the other party is the *Respondent*.

If you do not know where the other party lives, you must read PA Rules of Court # 430 & #1930.4 and Beaver County Local Rule # 430 and follow the required procedures. These are complicated procedures and it is in your best interest to make every effort to find the other party and deliver the paperwork whether in person or by mail.

DEFINITIONS

"legal custody" means the right to make major decisions on behalf of the child, including, but not limited to, medical, religious and educational decisions;

"partial physical custody" means the right to assume physical custody of the child for less than a majority of the time;

"person acting as parent" means a person other than a parent, including an institution, who has physical custody of a child and who has either been awarded custody by a court or claims a right to custody;

"physical custody" means the actual physical possession and control of a child;

"primary physical custody" means the right to assume physical custody of the child for the majority of time;

"relocation" means a change in a residence of the child which significantly impairs the ability of a non-relocating party to exercise custodial rights;

"shared legal custody" means the right of more than one individual to legal custody of the child;

"shared physical custody" means the right of more than one individual to assume physical custody of the child, each having significant periods of physical custodial time with the child;

"sole legal custody" means the right of one individual to exclusive legal custody of the child;

"sole physical custody" means the right of one individual to exclusive physical custody of the child; and

"supervised physical custody" means custodial time during which an agency or an adult designated by the court or agreed upon by the parties monitors the interaction between the child and the individual with those rights.

Official Note: The term "supervised visitation" in the prior statute has been replaced by the term "supervised physical custody."

Official Note: The definitions of the terms of the various forms of legal custody and physical custody are taken from 23 Pa.C.S. § 5322(a).

For additional definitions, see the Uniform Child Custody Jurisdiction and Enforcement Act, 23 Pa.C.S. § 5402.

STATUTES 23 Pa. C.S.A. 5324 AND 5325

§ 5324. Standing for any form of physical custody or legal custody

The following individuals may file an action under this chapter for any form of physical custody or legal custody:

- (1) A parent of the child.
- (2) A person who stands in loco parentis to the child.
- (3) A grandparent of the child who is not in loco parentis to the child:
 - (i) whose relationship with the child began either with the consent of a parent of the child or under a court order;
 - (ii) who assumes or is willing to assume responsibility for the child; and
 - (iii) when one of the following conditions is met:
 - (A) the child has been determined to be a dependent child under 42 Pa.C.S. Ch. 63 (relating to juvenile matters);
 - (B) the child is substantially at risk due to parental abuse, neglect, drug or alcohol abuse or incapacity; or
 - (C) the child has, for a period of at least 12 consecutive months, resided with the grandparent, excluding brief temporary absences of the child from the home, and is removed from the home by the parents, in which case the action must be filed within six months after the removal of the child from the home.

2010, Nov. 23, P.L. 1106, No. 112, § 2, effective in 60 days [Jan. 24, 2011].

§ 5325. Standing for partial physical custody and supervised physical custody

In addition to situations set forth in section 5324 (relating to standing for any form of physical custody or legal custody), grandparents and great-grandparents may file an action under this chapter for partial physical custody or supervised physical custody in the following situations:

- (1) where the parent of the child is deceased, a parent or grandparent of the deceased parent may file an action under this section;
- (2) where the parents of the child have been separated for a period of at least six months or have commenced and continued a proceeding to dissolve their marriage; or
- (3) when the child has, for a period of at least 12 consecutive months, resided with the grandparent or great-grandparent, excluding brief temporary absences of the child from the home, and is removed from the home by the parents, an action must be filed within six months after the removal of the child from the home.

2010, Nov. 23, P.L. 1106, No. 112, § 2, effective in 60 days [Jan. 24, 2011].

GOING TO COURT

Before you come:

1. If not typed, forms should be filled out in **INK**, not pencil.
2. DO NOT write on the BACK of any papers that you present to the Court.
3. NOTICE, FILING AND SERVICE requirements MUST be STRICTLY followed.
4. If the other party has an attorney, the ATTORNEY must be given notice, not the other person.
5. Make sure all of your papers are filled out correctly - you WILL be turned away if they are incomplete or incorrect.
6. If you are filing the Custody Complaint Petition - **Make sure you fill in the bottom of the Custody Complaint cover sheet (the one with the boxes) with YOUR name, YOUR address, YOUR phone number, and YOUR signature.**
7. If you have an existing Custody Order, you MUST write your **CUSTODY CASE NUMBER** on your documents in the designated spot- example: No. 12345-2006. DO NOT include your Domestic Relations (child support) case number. If you do not know your case number, you will need to get it in the Prothonotary's Office and still be in the Courtroom before 8:45a.m.
7. **You must fill out all papers with the same caption as your existing Custody Order. The caption can be found at the top of your existing custody agreement. The Caption is the section where the Plaintiff and Defendant are named. This means if you are the Defendant on your existing Custody Order, you will ALWAYS be the Defendant when you fill out ANY custody papers.**

In the Courtroom:

8. All proceedings may be electronically recorded. Identify yourself by your full name, keep your voice up and speak clearly
9. Completely turn OFF all cell phones (**not vibrate mode**- it interferes with the Court's Audio Recording System).
10. No food or drink in the Courtroom or Hallways.
11. To present a Motion on your own behalf, you must step **INSIDE** of the courtroom. Be seated and wait until all of the attorneys have presented their motions and then you will be called up in the order in which you arrived
12. Please do not talk while others are presenting their Motions
13. Properly dispose of your chewing gum before entering the Courtroom.

14. You must be **DRESSED APPROPRIATELY** for Court. You can be turned away if you are not dressed appropriately. It is within the Court Staff's discretion to determine whether your attire is appropriate.

Generally, **YOU CANNOT WEAR:**

- Tank tops
- Halter tops
- Strapless tops
- Shorts
- Flip flops
- Sweatpants
- Baseball caps
- Ripped clothing

15. After the Judge signs your documents, you must **WAIT** to receive copies and file the original with the Prothonotary.

16. It is highly recommended that you consult with an attorney. The Beaver County Bar Association provides a Lawyer Referral Service. If you contact them, they can set you up to speak with an attorney for \$25 for 30 minutes. They may also be able to put you in touch with an attorney who will represent you for a reduced fee if you meet the financial requirements.

**Lawyer Referral Service
Beaver County Bar Association
788 Turnpike Street
Beaver, PA 15009
(724) 728-4888**

<http://bcba-pa.org/lawyer-referral-service/>

CUSTODY F.A.Q.s

HERE ARE THE MOST OFTEN ASKED CUSTODY QUESTIONS AND THE ANSWERS GIVEN BY THE COURT.

1. Can my mother/friend/sister/etc. go to motions court for me so I don't miss work?

No. Presenting a motion on someone else's behalf is practicing law, unless the presenter is a party to the proceeding.

2. What do I do if I don't know where the father/mother lives?

Read the Rules on Civil Procedure dealing with service. Those can be found in this packet. Look at Rule # 440 & Rule #1930.4 and Beaver County Local Rule # 430. These are complicated procedures and it is in your best interest to make every effort to find the other party and deliver the paperwork wither in person or by mail.

LR430 Service By Publication.

The Beaver County Legal Journal is designated as the publisher of legal notices in Beaver County. Unless the manner of publication of service of process or notice is otherwise specified by law or rule of court, such service or notice shall be made by publishing the same once in the Beaver County Legal Journal and once in a newspaper of general circulation in Beaver County.

3. Do grandparents who are trying to get custody because the parent is in jail or on drugs follow the same procedures and use the same forms as what I have?

Grandparents should use the same forms and same procedures. Both parents must be named as Defendants and both must be given notice of the Petition before it is presented. Grandparents may not get the same results as natural parents. Grandparents' rights are not as extensive as natural parents and absent "in loco parentis," where grandparents have actually acted as parents, grandparents' rights are usually limited to partial custody unless the child is in danger. See statute above.

4. I can't find any form for "objection to continuance."

There is no set form to object to a continuance. You should tell the other side you object and go to court on the day of the motion to tell the judge why you object. The first request for a continuance will usually be granted. Multiple continuances will not be granted unless all parties agree.

5. What about "temporary custody"?

The Court does not grant temporary custody as a matter of course. If anyone is looking for Temporary Custody they should file a custody complaint. Temporary custody is almost exclusively for emergency situations. Some people confuse temporary custody with emergency custody. If there is an emergency situation which involves either risk of danger to the child's life or potential threat that the other parent will leave the state with the child, you should file a Petition for Emergency Relief and a Custody Complaint/Petition or modification.

6. Do I have to tell the other party that I am going to Court?

Yes. They have a right to know and participate.

If you are filing a **Complaint, Modification, Special Relief, Intervention, Withdrawal, Continuance, Relocation or Contempt**, you **MUST** give 3 business days advanced notice.

If there is a TRUE emergency, (that is, if there is a risk that the other parent will run away with the Child from the County without a known destination or there is a threat of *immediate* harm to the child), you should give at least 24 hours written advance notice that you are coming to Court to present an Emergency Relief Petition the following day at 8:45 a.m. You should have the phone number of the other party with you when you come to Court in the event that the Judge might need to call the other party so that they can participate in the Motion. Only in extreme situations will the judge accept oral notice.

7. What does it mean to give 3 business days notice?

3 business days notice means that if you're going to present the Motion to the Judge, you **MUST** give or send the other party the Notice of Intention to Present form telling them the exact day and time you are going to Court and **COMPLETED COPIES** of the paperwork that you are going to present to the Judge, 3 work days, (weekend days and court holidays do not count), before the day you are going to go to Court.

8. What if there is a PFA? How can I notify the other party?

A Plaintiff cannot "violate" a PFA so it doesn't matter if the PFA Plaintiff (the person protected by the PFA) sends the PFA Defendant papers. If you are the PFA Defendant (the person that the PFA is against), you may send the Plaintiff the legal paperwork, only. **DO NOT** include letters, notes, etc. or anything unrelated to the legal action attached or written on the legal documents. Send the legal documents via certified mail. If it is a true emergency, where less than 3-days notice can be given, have a family member or friend call or hand deliver copies to give them notice that you are coming to Court. Explain to them why you are coming and when. Be sure to bring their phone number with you to Court (See #6 above)

PLAINTIFF

vs.

IN THE COURT OF COMMON PLEAS
BEAVER COUNTY, PENNSYLVANIA

NO. _____

DEFENDANT

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

1. I am the ☐ Plaintiff ☐ Defendant in the above-captioned **(MARK ONE)** ☐ custody, ☐ divorce, ☐ support, ☐ protection from abuse, ☐ paternity case.
2. ☐ This **(CIRCLE ONE)** is/is not a new case and I am representing myself in this case and have decided not to hire an attorney to represent me.

OR (check only one box)

- ☐ This is **NOT** a new case and _____ previously
(Name of Attorney)
represented me in this case. I have decided not to be represented by that attorney and direct the Prothonotary to remove that attorney as my counsel of record in this case.

I have provided a copy of this form to that attorney listed above at the following address:

OR (check only one box)

- ☐ I am entering my appearance as a self-represented party (sign) _____
- ☐ I am withdrawing my appearance as attorney in this case (attorney signature) _____
3. My address for the purpose of receiving all future pleadings and other legal notices is: _____

_____. I understand that this address will be the only address to which notices and pleadings in this case will be sent, and that I am responsible to regularly check my mail at this address to ensure that I do not miss important deadlines or proceedings.

- ☐ This is my home address. ☐ This is not my home address.

4. My telephone number where I can be reached during normal business hours (8:30 a.m. – 4:30 p.m. Monday – Friday) is _____. My email address is _____
- ☐ My telephone number is confidential pursuant to a Protection From Abuse Order.

5. **I UNDERSTAND I MUST FILE A NEW FORM EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.**

6. I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space)

Name _____ Address _____

Name _____ Address _____

7. I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.

I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term.

Date

Signature (Your Signature)

**IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
PENNSYLVANIA**

Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
	:	
Defendant.	:	

NOTICE OF INTENTION TO PRESENT

TO: _____

(name & address of the other party)

Please take notice that I intend to present the attached Custody Complaint seeking a hearing date on *(date)* _____ at 8:45a.m., Courtroom No. 5, Beaver County Courthouse, Beaver, PA. If both parties attend when the Complaint is presented, an earlier hearing date will be assigned.

Date _____

Petitioner

CERTIFICATION OF SERVICE

I hereby certify that I have caused to be served a true and correct copy of the attached on the above named defendant at least 3 business days prior to the date of presenting the Motion by way of (check all that apply):

_____	regular mail
_____	certified mail
_____	hand delivery

Petitioner

Court of Common Pleas of Beaver County
Civil Division
Civil Cover Sheet

For Prothonotary Use Only (Docket Number)

PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS
PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS
PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS

TOTAL NO. OF PLAINTIFFS	TOTAL NO. OF DEFENDANTS	COMMENCEMENT OF ACTION <input checked="" type="checkbox"/> Complaint <input type="checkbox"/> Notice of Appeal <input type="checkbox"/> Writ of Summons <input type="checkbox"/> Transfer From Other Jurisdictions
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AMOUNT IN CONTROVERSY <input type="checkbox"/> \$25,000 or Less <input type="checkbox"/> Over \$25,000	CASE TYPE <input type="checkbox"/> Domestic Relations <input type="checkbox"/> Divorce <input checked="" type="checkbox"/> Custody
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TO THE PROTHONOTARY:		
SIGNATURE	SUPREME COURT IDENTIFICATION NO. <div style="text-align: center; font-size: 1.2em;">N/A</div>	DATE

NAME OF PLAINTIFF'S/PETITIONER'S/APPELANT'S ATTORNEY (OR <u>PRO SE LITIGANT</u>)	ADDRESS (SEE INSTRUCTIONS)
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PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
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**In the Court of Common Pleas of Beaver County
Pennsylvania**

	:	
	:	
_____ Plaintiff	:	
vs.	:	
	:	No. _____
	:	
_____ Defendant	:	
	:	

COMPLAINT FOR CUSTODY

1. The plaintiff is _____

residing at _____
(give full address) **(Street)** **(City)** **(Zip Code)** **(County)**

Plaintiff/Petitioner is over 18 years of age. Yes/No *(circle one)*

2. The defendant is _____

residing at _____
(give full address) **(Street)** **(City)** **(Zip Code)** **(County)**

3. Plaintiff seeks *circle one* **(shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the following child(ren):**

Name	Present Residence <i>(give full address)</i>	Date of Birth	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The child *circle one* **(was)(was not) born out of wedlock.**

The child is presently in the custody of _____,
Name

who resides at _____
(Street) **(City)** **(State)** *(give full address)*

During the past five years, the child has resided with the following persons and at the following addresses:

(List All Persons)	(List All Addresses)	(Dates)
_____	_____	_____
_____	_____	_____
_____	_____	_____

(give full address)

A parent of the child is _____ **, currently residing at** _____
This parent is (married)(divorced)(single). *(give full address)*

A parent of the child is _____ **, currently residing at** _____
This parent is (married)(divorced)(single). *(give full address)*

4. The relationship of Plaintiff to the child is that of _____

The Plaintiff currently resides with the following persons:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. The relationship of Defendant to the child is that of _____

The Defendant currently resides with the following persons:

Name	Relationship
_____	_____
_____	_____
_____	_____

6. Plaintiff (has) (has not) participated as a party or witness, or in another capacity in other litigation concerning the custody of the child in this or another court. The court, term and number, and its relationship to this action is:

Plaintiff (has)(has no) information of a custody proceeding concerning the child pending in a court of this Commonwealth or any other state. The court, term and number, and its relationship to this action is_____

Plaintiff (knows)(does not know) of a person not a party to the proceedings who has physical custody of the child or claims to have custody rights with respect to the child. The name and address of such person is: *(give full address)*

7. The best interest and permanent welfare of the child will be served by granting the relief requested because (set forth facts showing that the granting of the relief requested will be in the best interest and permanent welfare of the child):

8. Each parent whose parental rights to the child have not been terminated and the person who has physical custody of the child have been named as parties to this action. All other persons, named below, who are known to have or claim a right to custody of the child will be given notice of the pendency of this action and the right to intervene:

Name	Address <i>(give full address)</i>	Basis of Claim
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

9. (a) If the plaintiff is a grandparent who is not in loco parentis to the child and is seeking physical and/or legal custody pursuant to 23 Pa.C.S. § 5323, you must plead facts establishing standing pursuant to 23 Pa.C.S. § 5324(3).

(b) If the plaintiff is a grandparent or great-grandparent who is seeking partial physical custody or supervised physical custody pursuant to 23 Pa.C.S. § 5325, you must plead facts establishing standing pursuant to § 5325.

(c) If the plaintiff is a person seeking physical and/or legal custody pursuant to 23 Pa.C.S. § 5324(2) as a person who stands in loco parentis to the child, you must plead facts establishing standing.

10. The plaintiff has attached the Criminal Record / Abuse History Verification form required pursuant to Pa.R.C.P. No. 1915.3-2.

WHEREFORE, Plaintiff requests the court to grant (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the child.

Plaintiff

VERIFICATION

I, _____, verify that the statements made in this Petition for Custody are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. Cons. Stat. Ann § 4904, relating to unsworn falsification to authorities which provides that if I knowingly make false averments, I may be subject to criminal penalties.

Petitioner

Date: _____

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY, PENNSYLVANIA
CIVIL ACTION-LAW

_____	:	
Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
	:	
_____	:	
Defendant.	:	

CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

I _____, hereby swear or affirm, subject to penalties of law including 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted or pled guilty or pled no contest or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa.C.S. §6307 to any of the following crimes in Pennsylvania or a substantially equivalent crime in any other jurisdiction, including pending charges:

Check all that Apply		Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
1	<input type="checkbox"/>	Criminal Homicide (18 Pa. C.S. Ch. 25)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2	<input type="checkbox"/>	Aggravated Assault (18 Pa.C.S. §2702);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3	<input type="checkbox"/>	Terroristic Threats (18 Pa.C.S. §2706);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4	<input type="checkbox"/>	Stalking (18 Pa.C.S. §2709.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5	<input type="checkbox"/>	Kidnapping (18 Pa.C.S. §2901);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
6	<input type="checkbox"/>	Unlawful Restraint (18 Pa.C.S. §2902);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7	<input type="checkbox"/>	False Imprisonment (18 Pa.C.S. §2903);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
8	<input type="checkbox"/>	Luring a Child into a Motor Vehicle or Structure (18 Pa.C.S. §2910);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
9	<input type="checkbox"/>	Rape (18 Pa.C.S. §3121);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
10	<input type="checkbox"/>	Statutory Sexual Assault (18 Pa.C.S. §3122.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
11	<input type="checkbox"/>	Involuntary Deviate Sexual Intercourse (18 Pa.C.S. §3123);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
12	<input type="checkbox"/>	Sexual Assault (18 Pa.C.S. §3124.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
13	<input type="checkbox"/>	Aggravated Indecent Assault (18 Pa.C.S. §3125);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
14	<input type="checkbox"/>	Indecent Assault (18 Pa.C.S. §3126);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
15	<input type="checkbox"/>	Indecent Exposure (18 Pa.C.S. §3127);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
16	<input type="checkbox"/>	Sexual Intercourse with Animal (18 Pa.C.S. §3129);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
17	<input type="checkbox"/>	Conduct Relating to Sex Offenders (18 Pa.C.S. §3130);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
18	<input type="checkbox"/>	Arson and Related Offenses (18 Pa.C.S. §3301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
19	<input type="checkbox"/>	Incest (18 Pa.C.S. §4302);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
20	<input type="checkbox"/>	Concealing Death of Child (18 Pa.C.S. §4303);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
21	<input type="checkbox"/>	Endangering Welfare of Children (18 Pa.C.S. §4304);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
22	<input type="checkbox"/>	Dealing in Infant Children (18 Pa.C.S. §4305);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
23	<input type="checkbox"/>	Prostitution and Related Offenses (18 Pa.C.S. §5902(b));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
24	<input type="checkbox"/>	Obscene and Other Sexual Materials and Performances (18 Pa.C.S. §5903(c) or (d));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
25	<input type="checkbox"/>	Corruption of Minors (18 Pa.C.S. §6301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
26	<input type="checkbox"/>	Sexual Abuse of Children (18 Pa.C.S. §6312);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
27	<input type="checkbox"/>	Unlawful Contact with Minor (18 Pa.C.S. §6318);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
28	<input type="checkbox"/>	Sexual Exploitation of Children (18 Pa.C.S. §6320);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
29	<input type="checkbox"/>	Contempt for Violation of Protection Order or Agreement (23 Pa.C.S. §6114);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
30	<input type="checkbox"/>	Driving Under the Influence of Drugs or Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
31	<input type="checkbox"/>	Manufacture, Sale, Delivery, Holding, Offering for Sale, or Possession of any Controlled Substance or Other Drug or Device	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

2. Unless indicated by my checking the box next to an item below, neither I nor any other member of my household have a history of violent or abusive conduct, or involvement with Children & Youth agency, including the following:

	Check all that Apply		Self	Other Household Member	Date
32	<input type="checkbox"/>	An indication or finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
33	<input type="checkbox"/>	Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
34	<input type="checkbox"/>	Involvement with a Children & Youth Agency or similar agency in Pennsylvania or another jurisdiction. Where?: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
35	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

3. Please list any evaluation, counseling or other treatment received following conviction or finding of abuse:

4. If any conviction above applies to a household member, not a party, state that person's name, date of birth and relationship to the child.

5. If you are aware that the other party or members of the other party's household has or have a criminal/abuse history, please explain:

I verify that the information above is true and correct to the best of my knowledge, information or belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

Signature

Printed Name

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY, PENNSYLVANIA
CIVIL ACTION-LAW

Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
Defendant.	:	

CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

I _____, hereby swear or affirm, subject to penalties of law including 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted or pled guilty or pled no contest or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa.C.S. §6307 to any of the following crimes in Pennsylvania or a substantially equivalent crime in any other jurisdiction, including pending charges:

Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
1 <input type="checkbox"/>	Criminal Homicide (18 Pa. C.S. Ch. 25)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2 <input type="checkbox"/>	Aggravated Assault (18 Pa.C.S. §2702);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3 <input type="checkbox"/>	Terroristic Threats (18 Pa.C.S. §2706);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4 <input type="checkbox"/>	Stalking (18 Pa.C.S. §2709.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5 <input type="checkbox"/>	Kidnapping (18 Pa.C.S. §2901);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
6 <input type="checkbox"/>	Unlawful Restraint (18 Pa.C.S. §2902);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7 <input type="checkbox"/>	False Imprisonment (18 Pa.C.S. §2903);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
8 <input type="checkbox"/>	Luring a Child into a Motor Vehicle or Structure (18 Pa.C.S. §2910);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
9 <input type="checkbox"/>	Rape (18 Pa.C.S. §3121);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
10	<input type="checkbox"/>	Statutory Sexual Assault (18 Pa.C.S. §3122.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
11	<input type="checkbox"/>	Involuntary Deviate Sexual Intercourse (18 Pa.C.S. §3123);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
12	<input type="checkbox"/>	Sexual Assault (18 Pa.C.S. §3124.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
13	<input type="checkbox"/>	Aggravated Indecent Assault (18 Pa.C.S. §3125);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
14	<input type="checkbox"/>	Indecent Assault (18 Pa.C.S. §3126);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
15	<input type="checkbox"/>	Indecent Exposure (18 Pa.C.S. §3127);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
16	<input type="checkbox"/>	Sexual Intercourse with Animal (18 Pa.C.S. §3129);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
17	<input type="checkbox"/>	Conduct Relating to Sex Offenders (18 Pa.C.S. §3130);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
18	<input type="checkbox"/>	Arson and Related Offenses (18 Pa.C.S. §3301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
19	<input type="checkbox"/>	Incest (18 Pa.C.S. §4302);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
20	<input type="checkbox"/>	Concealing Death of Child (18 Pa.C.S. §4303);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
21	<input type="checkbox"/>	Endangering Welfare of Children (18 Pa.C.S. §4304);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
22	<input type="checkbox"/>	Dealing in Infant Children (18 Pa.C.S. §4305);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
23	<input type="checkbox"/>	Prostitution and Related Offenses (18 Pa.C.S. §5902(b));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
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28	<input type="checkbox"/>	Sexual Exploitation of Children (18 Pa.C.S. §6320);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
29	<input type="checkbox"/>	Contempt for Violation of Protection Order or Agreement (23 Pa.C.S. §6114);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
30	<input type="checkbox"/>	Driving Under the Influence of Drugs or Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
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3. Please list any evaluation, counseling or other treatment received following conviction or finding of abuse:

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I verify that the information above is true and correct to the best of my knowledge, information or belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

Signature

Printed Name

TransPARENTING® Seminar — NOTICE TO ATTEND

TransPARENTING® was developed by Families First, Inc., a premier non-profit organization providing critical, preventative services to strengthen and preserve families for more than 100 years.

PRE-REGISTRATION REQUIRED

Attendees **MUST** make an appointment to come into the Catholic Charities Beaver County Outreach office to pre-register at least two days prior to their seminar choice.

Space for each seminar is limited, therefore we cannot accept walk-ins. Only enough seminar materials will be available for those who are pre-registered.

To pre-register, call Catholic Charities Beaver County Office

724-775-0758

Hours: Mon, Tue, Thu, 8:30 am to 4:30 pm
Wed, 8:30 am to 6:30 pm; Fri, 8:30 am to 2:30 pm

Location: 276 East End Avenue, Beaver, PA 15009

TransPARENTING SEMINAR

Parents of children under 18 years of age and who are involved in child custody or divorce litigation are required by the Beaver County Court to attend a 4-hour seminar. Failure to complete the entire seminar within one month will result in unsuccessful discharge from the program.

This seminar, taught by qualified counselors under a contract with the Court, impresses upon parents the critical role they play in their children's ability to cope with divorce or parental separation. Catholic Charities is licensed to conduct this copyrighted program seminar; however, the seminar is not in any way controlled by the Catholic Church and has no religious content.

Children are NOT to attend. This is not a counseling seminar. Please bring your ID with you.

Seminar Days/Time

Two Wednesdays of each month, 6:00 to 8:00 pm.

Call Catholic Charities Beaver County Office at 724-775-0758 to determine the next available seminar and to pre-register prior to attending. See 2017 seminar dates to the right.

Seminar Location

Beaver County Courthouse, Third Street, Beaver, PA 15009, Jurors' Lounge, 2nd floor.

Seminar Fee

\$55 per person, payable to Catholic Charities by check, money order or cash. *Note:* An additional \$25 fee will be charged for any returned checks.

NOTE — Seminars are held two times a month for a total of four (4) hours. To receive a certificate of completion, participants **MUST** first schedule a Pre-Registration with Catholic Charities, attend both sessions, and pass a post-test.

TransPARENTING® Seminar 2017 REGISTRATION FORM

PLEASE PRINT

Name _____

Address _____

Phone/Contact Number: _____

Please schedule me for the following TransPARENTING Seminar:

- ___ January 11 and 25, 2017
- ___ February 8 and 22, 2017
- ___ March 8 and 22, 2017
- ___ April 12 and 26, 2017
- ___ May 10 and 24, 2017
- ___ June 7 and 28, 2017
- ___ July 12 and 26, 2017
- ___ August 9 and 23, 2017
- ___ September 13 and 27, 2017
- ___ October 11 and 25, 2017
- ___ November 15 and 29, 2017
- ___ December 6 and 13, 2015

Fee: \$55 Per Person

Payment (choose one):

- ___ Check # _____
- ___ Money Order # _____
- ___ Cash

Your Signature _____

Please bring this completed TransPARENTING Seminar Registration form and your payment by check, money order or cash with you to your pre-registration meeting with Catholic Charities Beaver County Outreach.

Questions? Call 724-775-0758.

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PLEASE PRINT

Name _____

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Please schedule me for the following TransPARENTING Seminar:

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____ July 12 and 26, 2017
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____ September 13 and 27, 2017
____ October 11 and 25, 2017
____ November 15 and 29, 2017
____ December 6 and 13, 2015

Fee: \$55 Per Person

Payment (choose one):

____ Check # _____
____ Money Order # _____
____ Cash

Your Signature _____

Please bring this completed TransPARENTING Seminar Registration form and your payment by check, money order or cash with you to your pre-registration meeting with Catholic Charities Beaver County Outreach.

Questions? Call 724-775-0758.

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
P E N N S Y L V A N I A
CIVIL ACTION-LAW

Plaintiff :
vs. : No. _____

Defendant :

ORDER OF COURT

You, _____, (defendant) (respondent), have been sued in court to obtain (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the child(ren):
_____.

You are ordered to appear in person before the Child Custody Conference Officer, Juvenile Services Division at the Courthouse, first floor, in Beaver, Pennsylvania, 15009 on _____(date) at _____(time) for a Conference before conference officer _____. (The Court will assign the date, time, and officer.)

All children age 10 and over must be present for this Conference.

If you fail to appear as provided by this order, an order for custody may be entered against you or the court may issue a warrant for your arrest.

You must file with the court a verification regarding any criminal record or abuse history regarding you and anyone living in your household on or before the initial in-person contact with the court (including, but not limited to, a conference with a conference officer or judge or conciliation) but not later than 30 days after service of the complaint or petition.

No party may make a change in the residence of any child which significantly impairs the ability of the other party to exercise custodial rights without first complying with all of the applicable provisions of 23 Pa.C.S. § 5337 and Pa.R.C.P. No. 1915.17 regarding relocation.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

*Lawyer Referral Service
788 Turnpike Street
Beaver, PA 15009
(724) 728-4888*

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Beaver County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the Court, please contact our office. All arrangements must be made at least 72 hours prior to any hearing or business before the Court. You must attend the scheduled conference or hearing.

BY THE COURT

Date

Judge

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
PENNSYLVANIA

_____	:	
Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
	:	
_____	:	
Defendant.	:	

PROOF OF SERVICE

I _____ (*your name*), hereby certify that I delivered a copy of the (*name of document*)
_____ to
_____ (*name of party*) on
_____ (*date*), at _____ o'clock p.m./a.m. Delivery was made by (check all
that apply):

_____ regular mail
_____ certified mail
_____ hand delivery

DATE

PETITIONER

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
PENNSYLVANIA

_____	:	
Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
_____	:	
Defendant.	:	

ACCEPTANCE OF SERVICE

I accept service of the _____ (*name of document*). I certify
that I am authorized to accept service on behalf of defendant.

DATE

DEFENDANT OR AUTHORIZED AGENT

MAILING ADDRESS

Note: If defendant accepts service personally, the second sentence should be deleted.

NOTE: These rules are for your information and for you to keep.

LR1915A BEAVER COUNTY LOCAL RULES REGARDING CUSTODY

1. Scheduling the Custody Conference

When filing a claim for custody, partial custody, or visitation in a Complaint or a subsequent claim, the moving party shall:

- (a) Present the pleading to the Administrative Custody Judge during Motion's Court to obtain the court's signature on the scheduling Order. Immediately thereafter, obtain a date and time for the conference from the Administrative Custody Judge. The judge's chambers will make a copy of the pleading and Order to be forwarded to Juvenile Services Division.
- (b) File the original pleading and Order in the Prothonotary's Office.
- (c) Serve a clocked copy of the pleading and Order on counsel of record and/or unrepresented parties, with proof of service to be filed in the Prothonotary's Office, and a copy of the proof of service to be provided to the Child Custody Conference Officer at or prior to the time set for the Conference.
- (d) When a petition for contempt of a custody Order is filed, the judge shall schedule the contempt petition for a status conference or hearing before the court, or for a conciliation conference before a conference officer. If a petition for contempt is filed at or about the same time as a petition for modification of a custody order, the judge may order the contempt petition to be mediated by the conference officer at the same time as the petition for contempt. If the matter is not resolved at the conciliation conference, the court shall schedule a status conference or a hearing on the contempt matter, or if exceptions are filed to the proposed order of custody, the judge may consolidate the contempt matter with the pre-trial conference and/or trial scheduled on the modification petition.
- (e) In order to facilitate compliance with the requirements of the Uniform Child Custody Jurisdiction Act, a party shall provide the Court with all known information concerning a Custody proceeding pending in another state which involves the same parties or children.

Note: In particular, the Court should be informed of the following: (1) the name and address of the Court in which such case is pending; (2) the caption of such case; (3) the name, address and telephone number of the Judge to whom the case might have been assigned, and (4) any Orders entered in such case. Information provided under this Rule should be submitted in writing and attached to the Complaint/Petition

2. Preliminary Objections.

Any party filing Preliminary Objections raising issues of jurisdiction or venue of the court to act, shall, concurrently with filing the same with the Prothonotary, deliver a true and correct copy of the Preliminary Objections to the Judge assigned to handle Custody matters and to opposing counsel and/or to any party not represented by counsel. The Judge will schedule the matter for Argument on a priority schedule to dispose of the issues as expeditiously as possible.

3. Conduct of Conciliation Conference Officer

- (a) The Child Custody Conference Officer will convene a Conciliation Conference, as scheduled by the Court, which Conference shall be attended by the parties and their legal counsel, if any.
- (b) Before counsel appears before the Child Custody Conference Officer, counsel must enter his/her Appearance on the record in the Prothonotary's Office, provide notice to all opposing counsel or party(ies) and have proof of entry of Appearance available at the Conference.
- (c) Counsel for the parties, or the parties themselves if unrepresented, are to provide true and correct copies of any exhibits to be shown to the Child Custody Conference Officer at the Conference, to counsel for the opposing party or to the opposing party if unrepresented, at least five (5) days prior to the scheduled Conference. Failure to comply may, at the discretion of the Child Custody Conference Officer, result in the exclusion of the exhibit from consideration, the rescheduling of the Conference to allow the opposing party an opportunity to respond or other action deemed appropriate by the Child Custody Conference Officer, keeping in mind the Officer's need to evaluate the best interest of the child(ren).
- (d) The parties, counsel and the Child Custody Conference Officer, as mediator or conciliator, shall make a good-faith effort to resolve the issues and reach agreement on custody, partial custody and/or visitation. The Child Custody Conference Officer shall conduct the Conciliation Conference as an informational and conciliatory proceeding rather than confrontational or adversarial.
- (e) No scheduled Custody Conference shall be rescheduled by any party or counsel without the prior expressed consent of the opposing party or counsel or Order of Court issued upon a Motion to Continue submitted in accordance with LR 208.3(a)3.

4. Procedure After Conciliation Conference.

- (a) If the parties reach agreement, the Child Custody Conference Officer shall submit an Agreed Order to the Court bearing the written consents, evidenced by signatures of the parties and their counsel, if any. Neither the parties nor counsel need to appear before the Court for the Court's approval of the Agreed Order.
- (b) If, for any reason, the parties do not reach agreement, the Child Custody Conference Officer shall file a written report with the Court within five (5) business days, unless otherwise extended by agreement of counsel, or the parties if unrepresented. The report shall be in a narrative form and shall include the positions of the parties, proposed settlements of the parties, if any, and the recommendation of the Child Custody Conference Officer, together with reasoning for the recommendations and either a Proposed Order or a proposed Temporary Order. Upon receipt and review of the report, the Court shall issue a Proposed Order or a Temporary Order and promptly provide a copy thereof, together with a copy of the Child Custody Conference Officer's report, except for that portion of the report relating to comments from the minor child(ren), to

counsel for the parties, or the parties themselves if not represented by counsel.

- (c) A Proposed Order shall be entered as a Final Order unless Exceptions thereto are filed by either party within twenty (20) days after the effective date set forth in the Proposed Order. Exceptions may also be filed to a Temporary Order at any time during the existence of the Temporary Order, but the Court will decide whether the Exceptions will be remanded back to the Child Custody Conference Officer for further proceedings and recommendation or set down by the court for a Pre-Hearing Conference as provided for herein. The Court may Order, if circumstances warrant, that should Exceptions be filed, the Proposed Order shall be effective as a Temporary Order pending further Order of Court.
- (d) Exceptions to the Proposed Order or Temporary Order must be in writing and should state, with particularity, the portion(s) of the Order objected to. The Exceptions must be filed with the Prothonotary, and copies thereof must be delivered forthwith to the Court Administrator's Office, as well as to all counsel and/or unrepresented parties of record.
- (e) Failure of any party, having primary or shared physical custody of a child, to appear at a scheduled Conciliation Conference or Pre-Trial Conference will result in the scheduling of the matter for a Hearing before the Court and may result in imposition of sanctions by the Court.
- (f) Failure of any party, not having primary physical custody of a child, to appear at a scheduled Conciliation Conference or Pre-Trial Conference may result in the Court's entry of a Proposed Final Order or a Temporary Order, as the Court determines to be warranted under the circumstances found to be present and may result in the imposition of sanctions.

5. Pre-Trial Conference.

- (a) Upon receipt of the Exceptions by the Court Administrator's Office, the Court will schedule a Pre-Trial Conference to be attended by all counsel and parties, whether represented by counsel or not. A Pre-Trial Conference with the Court will be scheduled in every case and will be waived only with the consent of the Court.
- (b) No later than five (5) days prior to the date scheduled for Pre-Trial Conference, each attorney and each party not represented by counsel must file a completed Pre- Hearing Information Statement, on or in a form approved by the Court, at the Court Administrator's Office for the Presiding Judge, with copies provided to opposing counsel and/or unrepresented parties of record.
- (c) Failure of any party, having primary or shared physical custody of a child, to appear at a scheduled Conciliation Conference or Pre-Trial Conference will result in the scheduling of the matter for a Hearing before the Court and may result in imposition of sanctions by the Court.
- (d) Failure of any party, not having primary physical custody of a child, to appear at a scheduled Pre-Trial Conference may result in the Court's entry of a Proposed Final Order or a Temporary Order, as the Court determines to be warranted under the circumstances found to be present and may result in the imposition of sanctions.

Juvenile Services Division
Beaver County Court of Common Pleas
Child Custody Fact Sheet

Name: _____

Date of Birth: _____

Address: _____

Telephone number: _____

Docket Number: Case No. _____ of _____

Juvenile Services Division
Beaver County Court of Common Pleas
Child Custody Fact Sheet

Name: _____

Date of Birth: _____

Address: _____

Telephone number: _____

Docket Number: Case No. _____ of _____

INSTRUCTIONS AND INFORMATION FOR THE DEFENDANT

- You must file the Criminal Records/Abuse Verification and Juvenile Services Fact Sheet with the Prothonotary within 30 days of being served with papers.
- You must file your Completion Certificate for the Transparenting seminar with the Prothonotary once you have completed the classes. If you did not receive a copy of the Transparenting Form, please contact Catholic Charities at 724-775-0758.

ABOUT THE INITIAL HEARING

- It is highly recommended that you come to court on the date listed on the “Notice of Intention to Present.” If both parties are present, you will get a hearing date sooner.
- While it is recommended to attend the initial hearing in Motions Court, it is not mandatory. You will be served with another set of papers that will give you a date for a custody conciliation (also known as mediation.)
- You **MUST** attend the conciliation hearing scheduled in Juvenile Services or you could lose your rights.

ABOUT THE COURTROOM

- Cell phones must be turned OFF. Placing the phone in “vibrate” or “silent” mode is not acceptable. Phones may interfere with the Court’s audio recording system.
- There is a dress code in the courtroom. If you are not dressed appropriately, you can be asked to leave.

YOU CANNOT WEAR:

Tank tops	Flip Flops	Halter Tops
Strapless tops	Shorts	Sweatpants
Baseball caps	Clothing with rips or tears	

- No food, drink or chewing gum in the courtroom.
- Please quietly wait your turn. Do not talk while others are presenting their motions.